

SCR CONFERENCE



September 17, 2002

TOPICS:

FY03 SIP

AWARENESS OF EMPLOYEES

PERFORMANCE APPRAISALS

TIME AND ATTENDANCE

LEAVE

SCHEDULE CHANGES

DISCIPLINE

WORKER'S COMPENSATION

FY 03 SEPARATION PAY INCENTIVES (SIPs)

***CY03 CONGRESSIONAL DATA CALL**

***NUMBER OF SUBMISSIONS:**

LANT HQ: 48 (21)

EFA NE: 23 (19)

EFA CHES: 11 (11)

***SUBMISSION BASED ON ROICC COMMUNITY
MANAGEMENT INITIATIVE**

***SIP MUST BE OFFERED PRIOR TO ANY RIF
ACTION**

AWARENESS OF EMPLOYEES

**YOU, AS SUPERVISORS, ARE RESPONSIBLE FOR
YOUR EMPLOYEES.....**



PERFORMANCE APPRAISALS

***PERFORMANCE MANAGEMENT CYCLE VARY AMOUNG ALL OF OUR COMPONENTS**

***APPRAISALS MUST BE SET FOR ALL EMPLOYEES**

***APPRAISALS ARE SET IN NEAMIS**

***NEW APPRAISALS ARE REQUIRED IF:
EMPLOYEE MOVES TO A NEW POSITION
WORK GROUP GETS A NEW SUPERVISOR**

***PERFORMANCE MANAGEMENT PROCESS IS DESIGNED TO INCREASE COMMUNICATIONS BETWEEN SUPERVISOR AND EMPLOYEE**

***PASS/FAIL SYSTEM**

***UNSATISFACTORY PERFORMANCE**

TIME AND ATTENDANCE

TIMESHEET APPROVAL

- *OBLIGATES GOVERNMENT TO MONEY
- *YOU ARE RESPONSIBLE FOR ACCURACY

LEAVE

- *LEAVE SHOULD BE REQUESTED THROUGH LEAVE SLIP MODULE IN NEAMIS. IN ADVANCE OF OCCURRENCE WHEN POSSIBLE
- *SUPERVISOR IS APPROVAL AUTHORITY FOR LEAVE REQUESTED
- *LANT CRITERIA FOR LEAVE APPROVAL AND USAGE CAN BE FOUND AT:

<http://lantops.efdlant.navy.mil/ldpubs/12630-2C.doc>

CORE WORK HOURS AND RDOs

DISCIPLINE

***CAN BE FOR VARIOUS REASONS**

***CAN TAKE VARIOUS FORMS**

***CAN BE INFORMAL OR FORMAL IN NATURE**

***FORMAL DISCIPLINE IS GRIEVABLE**

***SUPERVISOR IS KEY TO EFFECTIVENESS**

REFERENCES:

<http://www.honorfolk.navy.mil/752.pdf>

<http://efdlantit.efdlant.navy.mil/ldpubs/12752-2A.doc>

<http://efdlantit.efdlant.navy.mil/ldpubs/12771-3A.doc>

QUESTIONS

